

STATE OF SOUTH CAROLINA
State Budget and Control Board
GENERAL SERVICES DIVISION

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1201 MAIN STREET, SUITE 420
COLUMBIA, SOUTH CAROLINA 29201
(803) 737-3880

M. RICHBOURG ROBERSON
DIRECTOR

August 24, 2009

Dear PROPERTY OWNER OR AGENT:

The State of South Carolina is seeking warehouse space in Richland County. Attached is a summary of requirements (proposal requirements and lease criteria). You are invited to submit a proposal to lease property to the agency which may meet the criteria. Please direct your responses and inquiries to DeLaine S. Duckworth.

All proposals must be received in the Real Property Services office on or before **5:00 PM, August 31, 2009, in duplicate**.

After the deadline, we will meet with the agency to review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property. The agency and Real Property Services will determine which proposals best suit the agency's needs, after which you will be notified.

To be eligible, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of Regulation 19-447.1000. If you have not done so and wish to respond with a proposal, please contact the leasing agent mentioned above.

Very Truly Yours,

A handwritten signature in cursive script, appearing to read 'Lisa H. Catalanotto'.

Lisa H. Catalanotto
Program Manager/Attorney
Real Property Services

LHC/jlm
Enclosure

REQUEST FOR WAREHOUSE LEASE PROPOSAL

ISSUE DATE: AUGUST 24, 2009
RETURN PROPOSALS TO: DELAINE DUCKWORTH
DIVISION OF GENERAL SERVICES
REAL PROPERTY SERVICES
1201 MAIN STREET, SUITE 420
COLUMBIA, SOUTH CAROLINA 29201
PHONE: (803) 737-0783 FAX: (803) 737-0689
E-MAIL: DDUCKWORTH@GS.SC.GOV

PROPOSAL DUE: AUGUST 31, 2009 AT 5:00 PM

ALL PROPOSALS MUST BE IN WRITING AND SUBMITTED **IN DUPLICATE**. ALL PROPOSALS MUST SPECIFY FLOOR AREA IN USABLE AND RENTABLE SQUARE FEET, ANNUAL RENT, RATE PER RENTABLE SQUARE FOOT, AND MUST LIST THOSE SERVICES AND UTILITIES INCLUDED IN THE ANNUAL RENT.

LEASE CRITERIA

RENTABLE AREA (SF): 5,000 SF MINIMUM – 13,000 SF MAXIMUM (INCLUDE AVAILABILITY, IF ANY, FOR FUTURE ADDITIONAL SPACE IN PROPOSAL)

NUMBER OF EMPLOYEES: TWO (2)

COUNTY: RICHLAND

TYPE: WAREHOUSE WITH ONE OFFICE OF AT LEAST 100 SF

PROPOSED USE: STORAGE OF NON-HAZARDOUS, NON-TOXIC AND PRIMARILY DRY GOODS IN APPROXIMATELY FIVE HUNDRED FIFTY (550) TO SIX HUNDRED (600) 4X4 PALLETS

PREFERRED LOCATION: 20 MINUTES DRIVING TIME FROM COLUMBIA PLACE MALL (7201 TWO NOTCH ROAD, COLUMBIA, SC)

TERM OF LEASE: *ONE (1) YEAR WITH TWO (2) EXTENDED TERM OPTIONS OF ONE (1) YEAR EACH
*STANDARD STATE LEASE MUST BE USED

EXPECTED OCCUPANCY DATE: IMMEDIATELY. NOT LATER THAN OCTOBER 1, 2009

PARKING REQUIREMENTS: AVAILABILITY TO PARK A MAXIMUM OF 10 VEHICLES. MUST ALLOW ADDITIONAL MANEUVERABILITY AND ACCESS FOR UP TO TWO (2) SEMI-TRACTOR/TRAILER TRUCKS TO UNLOAD/LOAD GOODS. PARKING AND TRACTOR/TRAILER ACCESS MAY BE PUBLIC, IF PERMITTED.

REQUIREMENTS: * AVAILABLE ACCESS 24 HOURS A DAY, 7 DAYS A WEEK, 365 DAYS A YEAR
*MUST BE CLIMATE CONTROLLED OR VENTILATED TO MAINTAIN TEMPERATURES BETWEEN 55°F AND 85°F
*HUMIDITY MUST BE CONTROLLED NOT TO EXCEED 60%
*FACILITY TO HAVE ON SITE A MINIMUM OF ONE (1) UNISEX BATHROOM
*OFFICE SPACE TO INCLUDE TELEPHONE AND INTERNET ACCESS AND HVAC
*OUTDOOR LIGHTING MUST BE ADEQUATE FOR OCCASIONAL NIGHT OPERATION
*MUST HAVE FORKLIFT RAMP
*MUST HAVE LOADING DOCK AND DOORS TO ACCOMMODATE TWO SEMI-TRACTOR/TRAILERS AT ONE TIME
*PROPERTY MUST BE BARRIER FREE, HAZARD FREE AND SMOKE FREE
*MUST MEET ZONING REQUIREMENTS FOR PROPOSED USE

***SPACE MUST BE CLEAN AND MOLD, DIRT AND DUST FREE**

***SPACE MUST HAVE CONCRETE OR COMPOSITE FLOORING**

***STANDARD STATE LEASE MUST BE USED**

PREFERRED:

***RESTRICTED ACCESS, MONITORED ALARM SYSTEM**

***INSTALLED PALLET RACKS**

**ADDITIONAL
INFORMATION:**

**IF PROPOSAL IS SUBMITTED FOR SPACE WITHOUT PALLET RACKS AND RACKS
ARE INSTALLED BY THE STATE, RACKS WILL REMAIN THE PROPERTY OF THE
STATE REGARDLESS OF METHOD OF ANCHORING AND WILL BE REMOVED
UPON TERMINATION OF TENANCY.**

Note: No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. The Division of General Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. Any party participating in this solicitation process is prohibited from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to the Division of General Services.